



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Associate Accounting Analyst

Monthly Salary: \$4,619 - \$5,616

Three Permanent Full-Time Positions

Location: Downtown Sacramento

Position Number: 443-600-4588-XXX

Refer to Job ID#10-ADM-FO

Final Filing Date: August 28, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under general direction of the SSM I, the incumbent will be responsible for developing, implementing, and monitoring the Federal Fiscal Compliance requirements related to the HealthCare Reform Implementation. This on-going process requires contact with various state departments and outside entities with quality customer service and diligent problem resolution. Additionally, the incumbent works independently and will provide support and serve as backup to others in the unit.

SPECIAL REQUIREMENTS

- This position is required to file a Form 700 under the Board's Conflict of Interest Code.

DESIRABLE QUALIFICATIONS

- General knowledge of invoice payable processes and encumbrance tracking.
- General knowledge of federal government reporting and procedures.
- General knowledge of CALSTARS reports and DGS contracted services procedures.

OTHER EXPECTATIONS

- Ability to multi-task and meet tight deadlines
- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates the ability to work independently as well as a member of a team.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.

Typical Working Conditions: Requires prolonged sitting and computer work, use of telephone and frequent contact with employees, stakeholders and plans.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter Job ID# 10-ADM-FO and Position # 443-600-4588-XXX and the basis for appointment eligibility. For list candidates, attach your examination results. **Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 28, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.